

Checklist: Establishing a new cooperation for student exchange (non-European partner university)

Please first read the guide for establishing cooperation on the EUF website (<https://www.uni-flensburg.de?56071>).

This checklist is used to request the relevant information in the course of establishing a cooperation or to send it in the case of an enquiry from abroad. The checklist serves as a working tool. At the end, the data must be transferred to the EUF form so that the person in charge at EUF International Center can take care of the contract processing.

German or **English** form "Establishment of New Academic Partnership". Please **do not** submit the checklist.

Contact information	
Person initiating the partnership at Europa-Universität Flensburg (EUF)	
Surname, first name, title	<i>please enter your data here</i>
EUF e-mail (if applicable functional email account)	<i>please enter your data here</i>
Institute/Department	<i>please enter your data here</i>
Study program	<i>please enter your data here</i>
Institutional representation at EUF	
EUF e-mail (if applicable functional email account)	
Contact person at the partner university	
Surname, first name, title	
E-mail	
Position ¹	
Information regarding the new partnership	
Name of partner institution	
Country	
City	
Tuition fee waiver ²	
Expected start	
Student mobility	
Number of students per academic year ³	
Study cycle	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master
Website of the partner university with general information for exchange students	
EUF website	https://www.uni-flensburg.de/en/international/coming-to-flensburg
Website of the partner university with the course offer for exchange students	
EUF course offer for exchange students	https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/application-and-courses/exchange-students

¹ Depending on the organization of the partner university, the **responsible person** is either based in the International Center or in the corresponding faculty.

² It is absolutely necessary to agree on a tuition fee waiver.

³ If the partner university has not suggested a number, we start with an exchange number of 2 students.



Further details	
Teaching languages at EUF	German, English (some subjects: French, Spanish, Danish)
Required language level for EUF students at the partner university	
Required language test	<i>EUF offers the TOEFL ITP at a cost of 60€ for students. We would be delighted if you could accept this language test as proof. We could additionally issue a DAAD language certificate.</i>
Required language level for students at EUF	German or English B2 ⁴
Other relevant information concerning the exchange (e.g. guaranteed dormitory places at the partner university for EUF students, exchange in fall/spring semester only)	

⁴ A proof of language proficiency is required. It doesn't have to be an official language certificate, we accept a proof issued by the student's coordinator. Self-declarations are not accepted.